

INTRODUCTION TO TITLE IV TRAINING

OVERVIEW

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SOURCES FOR FURTHER STUDY

- ◆ The Higher Education Act (HEA) of 1965, as amended★
- ◆ Federal Regulations 34 CFR, Parts 668, 674, 675, 676, 682, 685, and 690★
- ◆ Federal Student Financial Aid Handbook

★Indicates major reference sources applicable to sessions conducted in this workshop series.

Notes

TITLE IV TRAINING

1997-98 Title IV Training New Features

- ◆ Regulatory updates
- ◆ Technical review of most requested topics



December 18, 1996

Intro-1

Day 1 presents new policy information and updates to senior or management-level financial aid administrators.

Day 2 is intended for financial aid administrators who have a basic understanding of the subjects presented. Sessions will offer hands-on activities, including case studies, exercises, and group discussions.

OVERALL WORKSHOP OBJECTIVES

Overall objectives are to:

1. Describe Department of Education's (ED) ongoing commitment to reducing administrative burden and improving program accountability through Project EASI (Easy Access for Students and Institutions) and President's Regulatory Reform Initiative;
2. Provide information and tools for complying with new Title IV program requirements; and

3. Promote greater understanding of regulatory procedures for calculating eligibility for Title IV assistance.

Notes

Workshop will describe regulatory changes contained in Final Rules published in November 27, November 29, and December 1, 1996, *Federal Register*.

WORKSHOP AGENDA

Workshop Agenda Day 1

- ◆ Introduction to Title IV Training
- ◆ Session 1: Changes in the Requirements for Managing Title IV Funds
- ◆ Session 2: Audit and Performance Requirements
- ◆ Session 3: Record Retention Requirements
- ◆ Session 4: Current Issues

December 18, 1996

Intro-2

Workshop Agenda Day 2

- ◆ Session 5: Verification
- ◆ Session 6: Refund and Repayment Calculations
- ◆ Session 7: Calculating Federal Pell Grant Awards
- ◆ Session 8: Calculating Direct Loan and FFEL Eligibility

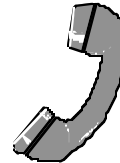
December 18, 1996

Intro-3

Notes

Fall Videoconference

- ◆ “1997-98 Application and Delivery System Updates”—October 17, 1996
- ◆ Videotapes can be borrowed from ED by calling **1-800-4-FED-AID**



January 7, 1997

Intro-4

Some topics not included in agenda for the 1997-98 Title IV Training were covered in a fall videoconference on October 17, 1996.

TRAINEE GUIDE

Each session of Trainee Guide contains abbreviated text from Instructor's Guide, reproductions of overhead screens, space for note-taking, and list of sources for further study. Charts, examples, exercises, and case studies are also included.

Trainee Guide is not an all-inclusive reference manual. You should also use cited sources and other ED publications.

INFORMATION RESOURCES

Introduction

Financial aid administrators must make every effort to ensure correct administration of the federal student aid programs. This task can be made easier in the following ways:

- ◆ Maintain an up-to-date student aid reference library. Such a library should include ED's major publications, as well as useful non-ED publications.
- ◆ Stay up-to-date on program information, policies, regulations, and the law. It is the responsibility of the aid administrator to stay abreast of changes and to share information with all offices in the school that may be affected.
- ◆ Check on any questionable or unclear information. Asking a question or two before acting can save time and prevent liabilities.
- ◆ *Current Title IV Regulations.* A compilation of all current regulations governing the Title IV programs as of December 31, 1995.
- ◆ *The Verification Guide.* A guide to verifying student aid application information, for confirming correct data and identifying incorrect or misreported data.
- ◆ *The Blue Book: July 1995—Accounting, Recordkeeping, and Reporting by Postsecondary Educational Institutions for Federally-Funded Student Financial Aid Programs.* A guide to proper fiscal operations procedures related to administering the Title IV programs. This publication is a "must-have" for all fiscal officers.
- ◆ *The Audit Guide: June 1995—Student Financial Assistance Programs.* A guide to preparing for and completing required audits of federal student aid operations.

ED Resource Materials

The following is a list of ED resource publications.

- ◆ *The Student Guide.* A general guide to the Title IV programs, written for students and parents.
- ◆ *The Federal Student Financial Aid Handbook.* A detailed reference guide to the administration of the Title IV programs, written for financial aid administrators.
- ◆ *The Recipient's Guide to the Payment Management System: October 1995.* A guide that prescribes the procedures to be observed by schools to meet their responsibilities in requesting payments and managing and controlling federal cash.

Other Resource Materials

ED also sends to each participating Title IV school Dear Colleague letters and reprints of the *Federal Register* pertaining to Title IV aid. You should keep current in your reading of these documents and have them readily accessible for reference in your work.

In addition to ED's reference and training publications, there are several non-ED publications that may be useful financial aid resources, although ED does not endorse or promote such publications.

These publications are usually available, for a fee, from professional associations and national, state, and local agencies. Membership in the association is sometimes required. The publications include:

- ◆ Financial aid encyclopedias or tool kits;
- ◆ Job aids;
- ◆ Self-instruction guides; and
- ◆ Newsletters or research journals.

Student Aid Reference Library

A good student aid reference library includes all the ED publications described above. Many are updated annually. ED sends these publications to each participating Title IV school each time the publications are updated.

Extra copies can be ordered from the Federal Student Aid Information Center (1-800-4-FED-AID) at no charge. The quantities that can be sent are usually limited, but the school can make copies if necessary.

Your student aid reference library should be kept up-to-date with the latest editions of all publications readily available for reference. However, it is also important to maintain the old versions of the publications on file in the event that it is necessary to respond to an audit finding concerning a rule that may have changed.

Electronic Processing

The Department of Education offers electronic processing services that replace or supplement traditional paper processing. Among these services are:

- ◆ The Electronic FISAP (Fiscal Operations Report and Application to Participate). The Electronic FISAP increases productivity and efficiency for the financial aid administrator and ED by providing automatic calculation and edit features for the user.
- ◆ The Default Reduction Assistance Program (DRAP). DRAP provides supplemental debt collection assistance to institutions participating in the Federal Perkins Loan Program that are experiencing difficulty in collecting delinquent loans.

NOTE: Institutions that have a default rate greater than 7% are encouraged to enroll for this free service.

- ◆ The Electronic Data Exchange (EDE). EDE allows participants to transmit federal student aid application data, Federal Pell Grant payment data, National Student Loan Data System (NSLDS) data, and Direct Loan data to ED.

- ◆ The Recipient Data Exchange (RDE). RDE allows schools to process large volumes of recipient data using magnetic tape or cartridge. This process reduces the amount of paper handling and storage requirements of manual processing.
- ◆ The Floppy Disk Data Exchange (FDDE). This process is an alternative to paper Payment Voucher submission. It also enables schools with minimal ADP resources to take advantage of automatic processing.

Organization of the Office of the Deputy Assistant Secretary for Student Financial Assistance Programs (SFAP)

The Deputy Assistant Secretary for Student Financial Assistance Programs is responsible for administering the SFAP and for developing the policies and procedures to meet the objectives of those programs. Chapter 1 of the *Federal Student Financial Aid Handbook* contains detailed information on the organization of SFAP, including telephone numbers.

Report incidents of fraud or suspected fraud to the Office of Inspector General's hotline at **1-800-MIS-USED**, contact local law enforcement officials, or write to:

Inspector General's Hotline
Office of Inspector General
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, DC 20202-1510

Technical Assistance and Training from the Department of Education

ED offers financial aid-related training at various times throughout the year. Watch for special Dear Colleague letters clearly identified as "Training Announcements."

Technical assistance inquiries should be directed to the Customer Support Branch at **1-800-433-7327**.

Technical Assistance and Training from Professional Associations

Technical assistance is usually available to members of an association. Some associations may research technical and historical questions, locate helpful materials, and refer problems or questions to experienced members.

Training is usually offered to both members and nonmembers, the latter paying a higher registration fee. Workshop topics are usually chosen in keeping with the current needs and problem issues of the financial aid community.

Workshops are offered on four different levels: local, state, regional, and national. Many of the national workshops are listed in ED's Training Calendar, which is published three times a year—in May, September, and January.

In addition to training, many associations hold annual or semiannual conferences that provide valuable opportunities to exchange information, to network, and to express opinions on aid-related issues.

Some of the major national associations related to student aid administration are listed on the following page.

- ◆ CCA—The Career College Association. CCA is the national association for private business career schools and trade and technical schools. It offers training workshops and publishes the *Student Financial Aid Tool Kit*, a regularly updated training manual for aid administrators at trade and technical schools.

CCA
750 First Street, N.E., Suite 900
Washington, DC 20002
Tel: (202) 336-6700

- ◆ NAACS—The National Association of Accredited Cosmetology Schools. This association holds seminars for financial aid administrators who work at cosmetology schools.

NAACS
5201 Leesburg Pike, Suite 205
Falls Church, VA 22041
Tel: (703) 845-1333

- ◆ NACCAS—The National Accrediting Commission of Cosmetology Arts and Sciences. NACCAS can provide helpful information to cosmetology schools.

NACCAS
901 N. Stuart Street, Suite 900
Arlington, VA 22203
Tel: (703) 527-7600

- ◆ NACUBO—The National Association of College and University Business Officers. This association provides publications and training to assist in the effective administration of financial aid.

NACUBO
1 Dupont Circle, N.W.
Washington, D.C. 20036
Tel: (202) 861-2500

- ◆ NASFAA—The National Association of Student Financial Aid Administrators. This is the only national association with a primary focus on student aid legislation, regulatory analysis, and professional development for financial aid administrators. Among its many services, NASFAA provides the *Encyclopedia of Student Financial Aid*, a comprehensive reference guide to the federal Title IV student aid programs. The *Encyclopedia* is available in electronic format on a searchable database.

NASFAA
1920 L Street, N.W., Suite 200
Washington, DC 20036
Tel: (202) 785-0453

National, State, and Local Agencies

You can also receive technical assistance from national, state, and local agencies. These agencies may offer workshops on student aid-related topics. Examples of such agencies are:

- ◆ State Higher Education Assistance Agencies;
- ◆ State Guarantee Agencies; and
- ◆ Financial aid servicers.

A list of ED's regional offices is supplied on Page TG Intro-10. The map on Page TG Intro-11 shows the boundaries of the ten ED regions and contrasts them to the

areas covered by NASFAA's regional associations. Notice that the Regional Office areas do not necessarily correspond to the association areas.

Networking

Networking is another important source of technical assistance and training. Through networking, financial aid administrators can exchange:

- ◆ Technical information;
- ◆ Suggested management approaches;
- ◆ Guidance for problem-solving; and
- ◆ Assistance for new and inexperienced staff.

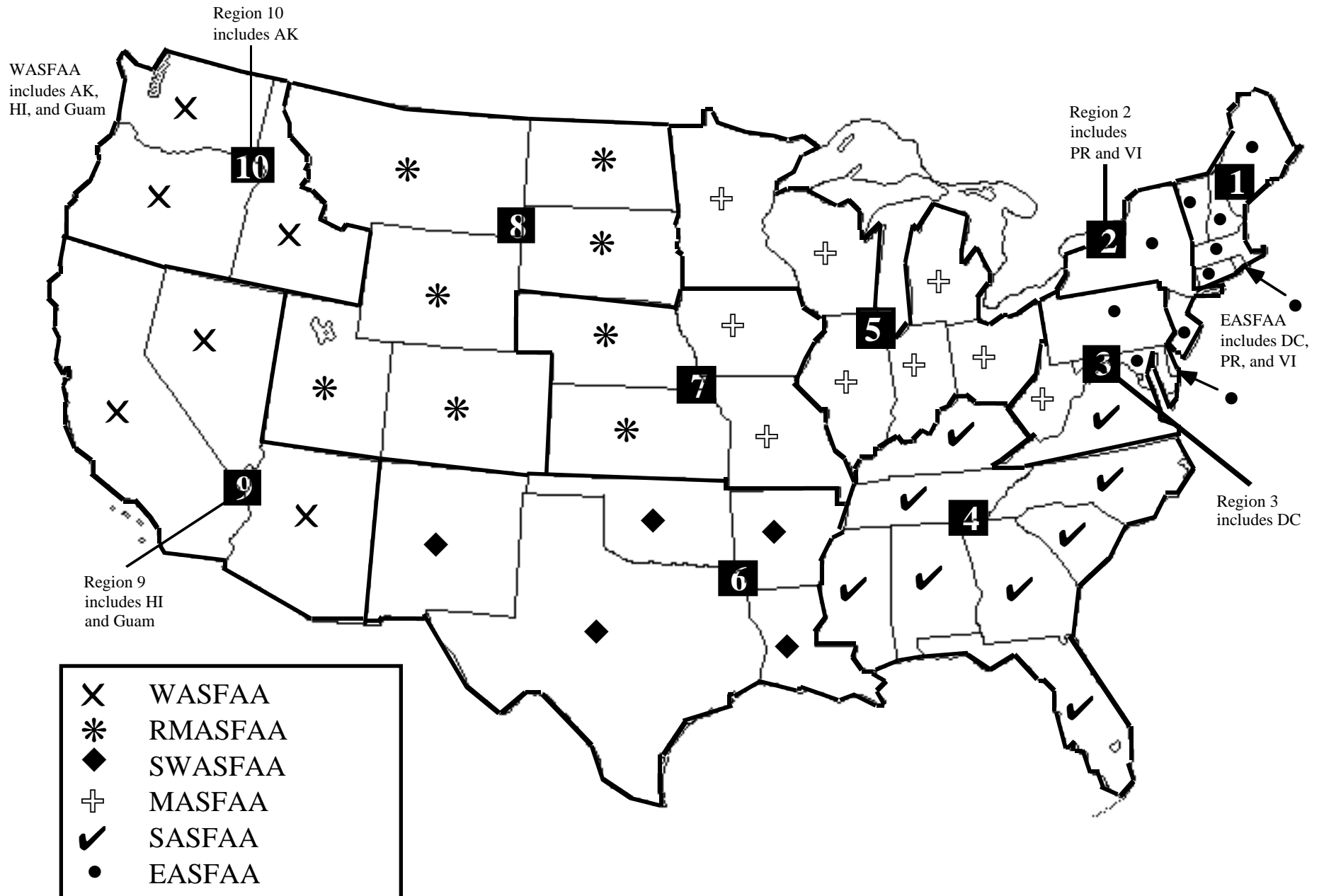
Networking opportunities are available through association memberships, school partnerships, and personal and professional affiliations.

ED REGIONAL OFFICES

Region

I	U.S. Department of Education Student Financial Assistance Program J.W. McCormack POCH Bldg., Rm 502 Boston, MA 02109 (617) 223-9338	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
II	U.S. Department of Education Student Financial Assistance Program 75 Park Place, 12th floor New York, NY 10007 (212) 264-4022	New Jersey, New York, Puerto Rico, Virgin Islands
III	U.S. Department of Education Student Financial Assistance Program 3535 Market Street, Rm 16200 Philadelphia, PA 19104 (215) 596-1018	District of Columbia, Delaware, Maryland, Pennsylvania, Virginia, West Virginia
IV	U.S. Department of Education Student Financial Assistance Program 100 Alabama Street, Rm 18T20B Atlanta, GA 30303 (404) 562-6315	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
V	U.S. Department of Education Student Financial Assistance Program 111 North Canal Street, Suite 830 Chicago, IL 60606-7204 (312) 886-8767	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin
VI	U.S. Department of Education Student Financial Assistance Program 1200 Main Tower Bldg., Rm 2150 Dallas, TX 75202 (214) 767-3811	Arkansas, Louisiana, New Mexico, Oklahoma, Texas
VII	U.S. Department of Education Student Financial Assistance Program Northpointe Tower, Rm 900 10220 NW Executive Hills Blvd. Kansas City, MO 64153-1367 (816) 880-4053	Iowa, Kansas, Missouri, Nebraska
VIII	U.S. Department of Education Student Financial Assistance Program 1391 North Speer Blvd., Suite 800 Denver, CO 80204-2512 (303) 844-3677	Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming
IX	U.S. Department of Education Student Financial Assistance Program 50 United Nations Plaza, Rm 268 San Francisco, CA 94102-4987 (415) 437-8293	Arizona, California, Hawaii, Nevada, American Samoa, Guam, Federated States of Micronesia, Palau, Marshall Islands, Commonwealth of the Northern Marianas
X	U.S. Department of Education Student Financial Assistance Program 1000 Second Avenue, Rm 1200 Seattle, WA 98104-1023 (206) 287-1770	Alaska, Idaho, Oregon, Washington

ED's Regional Offices and NASFAA's Regional Associations



INFORMATION SOURCES FOR TITLE IV TOPICS NOT COVERED BY THIS TRAINING

Title IV Application Process	Information Source
◆ Application requirements	<ul style="list-style-type: none"> • <i>The Counselor's Handbook</i> • 1996-97 Action Letters
◆ Calculation of Expected Family Contribution (EFC)	<ul style="list-style-type: none"> • <i>The Counselor's Handbook</i> • <i>The EFC Formula Handbook</i> • Part F of the Higher Education Act
◆ ED database matches and hold files	<ul style="list-style-type: none"> • <i>The 1996-97 SAR Guide</i> • <i>Federal Student Financial Aid Handbook</i>, Chapter 2
◆ Updating and correction requirements	<ul style="list-style-type: none"> • <i>The Counselor's Handbook</i> • <i>The Verification Guide</i> • Federal Regulations 34 CFR, Part 668
◆ Verification requirements	<ul style="list-style-type: none"> • <i>The Verification Guide</i> • Federal Regulations 34 CFR, Part 668
◆ Use of professional judgment	<ul style="list-style-type: none"> • <i>The Counselor's Handbook</i> • <i>The Verification Guide</i> • <i>Federal Student Financial Aid Handbook</i>, Chapter 2
◆ Calculation of the cost of attendance	<ul style="list-style-type: none"> • <i>The Counselor's Handbook</i> • <i>Federal Student Financial Aid Handbook</i>, Chapter 2
◆ Determining estimated financial assistance	<ul style="list-style-type: none"> • <i>Federal Student Financial Aid Handbook</i>, Chapter 2
◆ Title IV packaging requirements	<ul style="list-style-type: none"> • <i>Federal Student Financial Aid Handbook</i>, Chapters 2, 5, 6, 7, and 8 • Federal Regulations 34 CFR, Parts 674, 675, and 676
◆ Title IV overawards	<ul style="list-style-type: none"> • <i>Federal Student Financial Aid Handbook</i>, Chapters 2, 5, 6, 7, 8, and 10 • Federal Regulations 34 CFR, Parts 674, 675, 676, 682, and 685
Title IV Student Eligibility	Information Source
◆ All Title IV programs	<ul style="list-style-type: none"> • <i>Federal Student Financial Aid Handbook</i>, Chapter 2 • Federal Regulations 34 CFR, Part 668 • Part G of the Higher Education Act

INFORMATION SOURCES FOR TITLE IV TOPICS NOT COVERED BY THIS TRAINING (CONT D)

Title IV Student Eligibility (cont'd.)	Information Source
◆ Federal Pell Grant Program	<ul style="list-style-type: none"> • <i>Federal Student Financial Aid Handbook</i>, Chapter 4 • Federal Regulations 34 CFR, Part 690 • Part A of the Higher Education Act
◆ FSEOG Program	<ul style="list-style-type: none"> • <i>Federal Student Financial Aid Handbook</i>, Chapters 5 and 8 • Federal Regulations 34 CFR, Part 676 • Part A of the Higher Education Act
◆ Federal Perkins Loan Program	<ul style="list-style-type: none"> • <i>Federal Student Financial Aid Handbook</i>, Chapters 5 and 6 • Federal Regulations 34 CFR, Part 674 • Part E of the Higher Education Act
◆ Federal Work-Study Program	<ul style="list-style-type: none"> • <i>Federal Student Financial Aid Handbook</i>, Chapters 5 and 7 • Federal Regulations 34 CFR, Part 675 • Part C of the Higher Education Act
◆ Federal Family Education Loan Program	<ul style="list-style-type: none"> • <i>Federal Student Financial Aid Handbook</i>, Chapter 10 • Federal Regulations 34 CFR, Part 682 • Part B of the Higher Education Act
◆ Federal Direct Loan Program	<ul style="list-style-type: none"> • <i>Direct Loan School Guide</i> • Federal Regulations 34 CFR, Part 685 • Part D of the Higher Education Act
Title IV Program Requirements	Information Source
Federal Pell Grant Program	
◆ Disbursement requirements	<ul style="list-style-type: none"> • <i>Federal Student Financial Aid Handbook</i>, Chapter 4 • Federal Regulations 34 CFR, Part 690
◆ Calculation of Federal Pell Grants	<ul style="list-style-type: none"> • <i>Federal Student Financial Aid Handbook</i>, Chapter 4 • Federal Regulations 34 CFR, Part 690
FSEOG Program	
◆ Disbursement requirements	<ul style="list-style-type: none"> • <i>Federal Student Financial Aid Handbook</i>, Chapter 8 • Federal Regulations 34 CFR, Part 676

INFORMATION SOURCES FOR TITLE IV TOPICS NOT COVERED BY THIS TRAINING (CONT'D)

Selected Title IV Program (cont'd.)	Information Source
Federal Perkins Loan Program	
◆ Counseling requirements	<ul style="list-style-type: none"> • <i>Federal Student Financial Aid Handbook</i>, Chapter 6 • Federal Regulations 34 CFR, Part 674
◆ Due diligence and collection requirements	<ul style="list-style-type: none"> • <i>Federal Student Financial Aid Handbook</i>, Chapter 6 • Federal Regulations 34 CFR, Part 674
Federal Work-Study Program	
◆ Eligible employment	<ul style="list-style-type: none"> • <i>Federal Student Financial Aid Handbook</i>, Chapter 7 • Federal Regulations 34 CFR, Part 675
◆ Payment of wages	<ul style="list-style-type: none"> • <i>Federal Student Financial Aid Handbook</i>, Chapter 7 • Federal Regulations 34 CFR, Part 675
Federal Family Education Loan Program	
◆ Application requirements	<ul style="list-style-type: none"> • <i>Federal Student Financial Aid Handbook</i>, Chapter 10 • Federal Regulations 34 CFR, Part 682
Federal Direct Loan Program	
◆ Application requirements	<ul style="list-style-type: none"> • <i>Direct Loan School Guide</i> • Federal Regulations 34 CFR, Part 685
Title IV Administration	Information Source
◆ Certification and recertification of schools	<ul style="list-style-type: none"> • <i>Federal Student Financial Aid Handbook</i>, Chapter 3 • Federal Regulations 34 CFR, Part 668
◆ Title IV Program Participation Agreement	<ul style="list-style-type: none"> • <i>Federal Student Financial Aid Handbook</i>, Chapter 3 • Federal Regulations 34 CFR, Part 668
◆ Disclosure of student information	<ul style="list-style-type: none"> • <i>Federal Student Financial Aid Handbook</i>, Chapter 3 • Federal Regulations 34 CFR, Part 99
◆ Drug and alcohol abuse prevention requirements	<ul style="list-style-type: none"> • <i>Federal Student Financial Aid Handbook</i>, Chapter 3 • Federal Regulations 34 CFR, Part 86